

Regular Meeting

May 23, 2005
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, May 23, 2005, at 12:36 p.m. with Priscilla Tyson, Grady Pettigrew and Eileen Paley in attendance.

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RE: Review and approval of the minutes from the April 25, 2005, regular meeting.

The minutes were approved as written.

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RE: Review of the results of the pre-hearing conference for the following appeal:

Carole Mitchell vs. Columbus Public Schools, Appeal No. 04-BA-0017. Account Clerk – Suspension – hearing scheduled for July 11, 2005.

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Carole Mitchell – Account Clerk, Columbus Public Schools, suspension. This employee currently has two appeals to the Commission. Around the time the pre-hearing conference on her first appeal, Appeal No. 04-BA-0012 for a 10-day suspension, was being held in October 2004, the employee was terminated for violation of a last-chance agreement that didn't exist. When Civil Service Commission staff contacted Columbus Public Schools for additional information on this appeal, they had her sign a last chance agreement and brought her back to work. However, approximately 3 weeks elapsed from the time they terminated her until they had her sign the agreement and brought her back, and they only paid her for 2 of those 3 weeks. Counsel for Columbus Public Schools is going to investigate the matter further, and inform the Commission no later than May 31, 2005 whether or not this appeal will be settled. Regardless, the hearing scheduled for July 11, 2005 will be on the merits of the employee's original appeal of a 10-day suspension.

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RE: Rule Revisions.

No Rule revisions were submitted this month.

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RE: Miscellaneous Requests.

No miscellaneous requests were submitted this month.

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RE: Trial Board Recommendations.

No trial board recommendations were submitted this month.

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RE: Request of the Columbus Public Schools to revise the specification for the classification Auto Parks Clerk (Class Code 0680).

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina presented this request from Columbus Public Schools to revise the specification for the classification Auto Parks Clerk based on a recent detailed job analysis.

The revision is proposed to more accurately reflect the duties with respect to the classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Program Assistant with no revisions (Class Code 3193).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Recreation Program Assistant with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 2000. There are currently nineteen employees serving in this classification, seven of which are full-time.

Based upon information from the department, it was agreed the current specification adequately describes the work as it currently exists. Therefore, it was recommended that the specification for the classification Recreation Program Assistant be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to approve the specification review for the classification Recreation Program Specialist with no revisions (Class Code 3196).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Recreation Program Specialist with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 2000. There are currently eight employees serving in this classification.

Based upon information from the department, it was agreed the current specification adequately describes the work as it currently exists. Therefore, it was recommended that the specification for the classification Recreation Program Specialist be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Golf Courses Division Administrator (Class Code 0300).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the minimum qualifications for the Golf Courses Division Administrator classification. This classification was last reviewed in May 2003. However, with the classification now vacant, the incumbent recently retired, and numerous recreation classifications up for review this year, it was agreed to review this classification with the others, especially knowing that the minimum qualifications were inconsistent with current policies. As part of the class review, a meeting was scheduled with the department to discuss any potential changes to the specification. Upon conclusion of this meeting, it was recommended that the minimum qualifications be revised to require possession of a bachelor's degree and five years of

managerial experience in business or public administration, golf course operations or maintenance, or closely related field. While the proposed change significantly increases the qualifications necessary to perform this job, the resulting qualifications are consistent with Commission policies and other division administrator level classifications in the City. No other revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Administrative Coordinator (Class Code 3166).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation Administrative Coordinator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in August of 2000 and there are currently five employees serving in the classification.

As part of this review, a meeting with scheduled with department representatives to discuss potential changes to the specification. It was suggested that the examples of work section of the specification be modified to reflect the different recreation sections in which this classification is currently used (recreation, sports, arts, permits, and special events). No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Administrative Manager (Class Code 3165).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation Administrative Manager as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in August of 2000 and there are currently nine employees serving in the classification.

As part of this review, a meeting with scheduled with department representatives to discuss potential changes to the specification. It was suggested that two work statements in the examples of work section be added pertaining to oversight of the budget process and making hiring recommendations. It was also suggested that the minimum qualifications section be modified to remove any reference to being assigned to the outdoor nature program; a separate class series now exists for those positions assigned to outdoor nature/adventure recreations. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Center Manager (Class Code 3164).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation Center Manager as part of the Civil Service Commission's

effort to review all classifications every five years. This classification was created in August of 2000. There are currently thirty-one incumbents serving in this classification.

A meeting with the department representatives was conducted and it was recommended that two duty statements in the examples of work section be added pertaining to the budget process and center safety. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Supervisor (Class Code 3163).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation Supervisor as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 2000. There are currently twenty-six incumbents serving in this classification.

A meeting with the department representatives was conducted and only one revision to the examples of work section was proposed, which was to add the statement, "may supervise aquatics staff; may teach water safety, life-saving, and/or lifeguard training." A Water Safety Instruction certification is currently required in the minimum qualifications section if employees are assigned to the aquatics program. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Leader (Class Code 3162).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Recreation Leader as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in August of 2000. There are currently thirty-four employees serving in this classification.

A meeting with the department representatives was conducted and only one revision to the examples of work section was proposed, which was to delete the duty referring to, "may serve as an assistant swimming pool manager in the summer season". No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Recreation Service Representative and change the examination type to noncompetitive (Class Code 3151).

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review or revise all classifications at least every five years to ensure accuracy. Recreation Service Representative was last revised in August of 2000. There are

currently forty employees serving in this classification, all of which are part-time. This classification was created in April of 1997 to serve as the year-round counterpart to the seasonally designated Recreation and Parks Aide.

The definition was revised to more clearly indicate and emphasize the intended purpose of this classification, which is to perform unskilled work on a part-time basis for recreation or parks. The examples of work section was revised to better illustrate the type of work that may be performed by a Recreation Service Representative. This section was also revised to remove any work statements that duplicate or overlap work described in other classifications. No revisions to the minimum qualifications, knowledge, skills and abilities or probationary period were recommended. It was recommended that the examination type be changed to noncompetitive to be consistent with City Charter language "noncompetitive class shall consist of . . . unskilled positions for which it is impracticable to give competitive examinations." and for consistency within the class plan.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Request of the Civil Service Commission staff to revise the specification for the classification Medical Records Manager, retitle it to read Health Information Manager and amend Rule XI accordingly (Class Code 0852).

This item was deferred.

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RE: Residency Hearing Reviews.

No residency hearing reviews were submitted this month.

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*RE: Personnel Transactions.
Request of the Civil Service Commission staff to reallocate one position in the current Information Systems Manager classification (Class Code 0869) and one position in the current Senior Programmer Analyst classification (Class Code 0581) to the Business Systems Analyst classification (Class Code 0543) and allow the affected incumbents, Denis Laroche and Brian White, to retrain their current classification status and seniority.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Administrative/Jurisdictional Reviews.

Appeal No. 05-BA-0005 – review of the appeal of Allen D. Ross regarding his probationary demotion from the position of Head Custodian II with the Columbus Public Schools.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Ross' appeal without a hearing. Mr. Ross' appeal was based on his belief that the demotion was unjust. A review of the Columbus Public Schools' personnel action form indicates that Mr. Ross was demoted due to unsatisfactory probation. Per Civil Service Rule XI(E)(4), there shall be no appeal of any kind from the action of an appointing authority removing an employee during or at the end of the probationary period.

Based on the above, the Commissioners dismissed Mr. Ross' appeal without a hearing.

Appeal No. 05-CA-0007 – review of the appeal of Oliver Black regarding his probationary termination from the position of Refuse Collection Vehicle Operator (Manual) with the Department of Public Service, Division of Refuse Collection.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Mr. Black’s appeal without a hearing. Mr. Black’s appeal was based on his belief that some of the statements on his performance appraisal were false, and that his work performance did not warrant termination from his position. Civil Service Rule XI(E) states in its pertinent parts,

- 1. The service of any employee may be terminated by the appointing authority at any time during the probationary period by submitting a written report to the Civil Service Commission and the employee specifying the reason the employee is found unsatisfactory and such removal shall be final.
- 4. There shall be no appeal of any kind from the action of the appointing authority removing an employee during or at the end of the probationary period.

The Department of Public Service complied with the Commission Rules regarding probationary termination. Therefore, the Commission has no jurisdiction to review this matter. Based on the above, the Commissioners dismissed Mr. Black’s appeal without a hearing.

Applicants Removed Post-Exam		
Name of Applicant	Position applied for	BAR #
Chadwick Kendall	Police Officer	05-BR-039
Michael L. Moore, II	Police Officer	05-BR-043
Kimberly A. Monroe	Police Communications Technician	05-BR-044
John C. Hammond	Police Officer	05-BR-045
Shane D. Burdette	Police Officer	05-BR-046
Annemarie Humphries	Police Communication Technician	05-BR-047
Jonathan D. Byrd	Police Officer	05-BR-048
David A. Orlando	Police Officer	05-BR-049
Benjamin D. Huxel	Police Officer	05-BR-050
John Ritchey	Firefighter	05-BR-051
Burnadett Jordan	Police Officer	05-BR-052
Christopher Bates	Police Officer	05-BR-053
Michael Segna	Firefighter	05-BR-054
Mark DiFrangia	Firefighter	05-BR-055
Jeffrey P. Rowe	Firefighter	05-BR-056

After reviewing the files of Michael L. Moore, II, John C. Hammond, Jonathan D. Byrd, David Orlando, Benjamin Huxel, Burnadett Jordan and Christopher Bates, the Commissioners decided their names would not be reinstated to the Police Officer’s Eligible List. After reviewing the files of Chadwick Kendall and Shane D. Burdette, the Commissioners decided their names would be reinstated to the Police Officer’s Eligible List.

After reviewing the file of Jeffrey P. Rowe, the Commissioners decided his name would not be reinstated to the Firefighter’s Eligible List. After reviewing the files of John Ritchey, Michael Segna and Mark DiFrangia, the Commissioners decided their names would be reinstated to the Firefighter’s Eligible List.

After reviewing the files of Kimberly Monroe and Annemarie Humphries, the Commissioners decided their names would not be reinstated to the Police Communications Technician’s Eligible List.

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The Commissioners adjourned their regular meeting at 12:54 p.m.

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Priscilla R. Tyson, Commission President	June 27, 2005 Date